

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Expenditure & Payroll Approval Lists; Investment Policy Amendment; and BCC Official Minutes

DEPARTMENT: Clerk's Office

DIVISION:

AUTHORIZED BY: Sharon Peters

CONTACT: Sandy McCann

EXT: 7662

MOTION/RECOMMENDATION:

Approval of Expenditure Lists dated October 29 & November 5 & 13, 2007; and approval of Payroll Lists dated November 1 & 15, 2007; and approval of Investment Policy Amendment; and approval of BCC Official Minutes dated October 23, 2007.

County-wide

Dave Godwin

BACKGROUND:

See attached Clerk's Report

ATTACHMENTS:

1. Clerk's Report 12-11-07

Additionally Reviewed By: No additional reviews

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Expenditure & Payroll Approval Lists; Investment Policy Amendment; and BCC Official Minutes

DEPARTMENT Clerk's Office **DIVISION:** County Commission Records

AUTHORIZED BY Dave Godwin **CONTACT:** Sandy McCann **EXT.** 7662

Agenda Date 12-11-2007 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐

MOTION/RECOMMENDATION

Approval of Expenditure and Payroll Lists.
Approval of Investment Policy Amendment.
Approval of BCC Minutes.

BACKGROUND:

1. Expenditure Approval Lists dated October 29 & November 5 & 13, 2007; and Payroll Approval List dated November 1 & 15, 2007.
2. Investment Policy Amendment.
3. BCC Official Minutes dated October 23, 2007.
4. Clerk's "Received and Filed" - for information only.

Reviewed by:
Co. Att _____
OMB _____
Other _____
DCM _____
CM _____

CLERK' S REPORT
DECEMBER 11, 2007

I. ITEMS FOR CONSIDERATION FROM COUNTY FINANCE

A. EXPENDITURE APPROVAL AND PAYROLL APPROVAL LISTS

Expenditure Approval Lists dated October 29, and November 5, and 13, 2007; and Payroll Approval List dated November 1 & 15, 2007, presented.

ACTION REQUESTED: Motion approving same.

B. INVESTMENT POLICY AMENDMENT

Request Board approval to amend the County Investment Policy regarding Money Market Funds.

ACTION REQUESTED: Motion amending same.

III. ITEMS FOR CONSIDERATION FROM COUNTY COMMISSION RECORDS OFFICE

A. OFFICIAL BCC MINUTES

Request approval of BCC Minutes dated October 23, 2007.

ACTION REQUESTED: Motion approving same.

B. RECEIVED AND FILED - For Information Only.

1. Sixth Amendment to Term Contract RFP-4174-02, Vila & Son Landscaping.
2. Purchase Agreement for Temporary Construction Easement with Hidden Cove Property Owners Association, Inc., as approved per Binding Written Offer on June 12, 2007.
3. Work Orders #54 and #55 to RFP-4214-04.
4. Amendment #1 to RFP-1221-06, MGT of America, Inc.

5. Change Order #1 to CC-1996-07.
6. Work Order #10 to PS-1074-06.
7. Work Order #47 to CC-1267-05.
8. Term Contract IFB-3075-03, Plexus Uniforms.
9. Maintenance Agreement and Letter of Credit in the amount of \$29,148 for Provenance Townhomes.
10. Certificate of Completion for Work Order #9 to CC-1075-06.
11. Change Order #2 to CC-0926-06.
12. Amendment #1 to Work Order #73 for PS-556-00.
13. Basic Contract #M-2721-07, Florida Realty Analysts, Inc.
14. Work Order #10 to RFP-4240-05.
15. First Amendment to PS-1025-06, Hughes Associates, Inc.
16. Certificate of Completion for Work Order #4 to CC-1284-06.
17. Work Order #15 to PS-1529-06.
18. Temporary Construction Easement with Robert W. and Elizabeth D. Witt.
19. Amendment #1 to RFP-60006-06/GMG Term Contract with Cato Environmental Services, Inc.
20. Amendment #3 to IFB-3086-04 Term Contract with Vulcan Signs.
21. Work Orders #11, 12 and 13 to RFP-0225-05.

22. Second Amendment to Litigation Consultant Services Agreement with Gerson, Preston, Robinson & Co., P.A.
23. Amendment #3 to Work Order #50 for PS-5150.
24. Purchase Agreement for Temporary Construction Easement with Brentwood Club Homeowners' Association of Longwood, Inc.
25. Temporary Construction Easements with Michael J. Kott and Suzanne Cornwell; and James G. and Lois S. Craigo.
26. Title Insurance Policy No. A81-0266881, Special Warranty Deed and Corporate Warranty Deed for CR 15 (Monroe Road), Parcel Nos. 100, Aldi (Florida) LLC.
27. Newsletter and Letter to Official Records Customer from Martha O. Haynie, County Comptroller, Orange County regarding automatic ACH debit transfers.
28. Amendment #1 to Work Order #4 for PS-596-01.
29. Amendment #1 to Work Order #5 for PS-596-01.
30. Change Order #5 to CC-0569-06.
31. Amendment #1 to Work Order #17 for PS-0381-06.
32. Change Order #3 to CC-1237-06.
33. Maintenance and Escrow Agreement and Cash Maintenance Bond in the amount of \$1,623 for the project known as Aloma Jancy Animal Hospital.
34. Work Order #13 to CC-1075-06.
35. Work Orders #1 and #2 to CC-2190-07.
36. Conditional Utility Agreements for Water and Sewer Service with Meridian Acquisition

Group, Pinecrest Development, and Heathrow Country Club LLC.

37. Conditional Utility Agreements for Potable and Reclaimed Water and Sewer Service with C & G Markham, Inc.
38. Letter of acceptance and Bill of Sale for Water and Sewer Systems within the project known as Palm Valley Professional Center.
39. Amendments to the Conditional Utility Agreements for Water and Sewer Service with Lakeside United Methodist Church, Inc.
40. Letter of acceptance and Bill of Sale for Potable and Reclaimed Water System within the project known as Olsen Estates.
41. Development Orders for the following as follows: Joseph J. De Paolo, Jr.; Brenda B. & Patrick Duncan; Lois Mae Paulucci Revocable Trust; Daniel & Wendy Spivey; Jerry & Betsy Thornton; Wavie Alloway; Westbrook Davenport; Yougraj BeHarry, Daisey Avenue (Lot 20) and Chinaberry Avenue (Lot 3); Christina & Terry Gentry; R. Goldberg, Trustee; Wildredo Vegas & Evelyn Pedrosa; Kenneth P. & Susan C. Bourgoins; James R. & Lisa J. Palmer; Judith H. Southard; Matt & Andrea Noufer; Charles & Cristhyani Selsor; Alexys A. Oyer; Roxanna C. Garcia; Keith & Sandra Featherston; Anne Austin; and PACE Private Schools, Inc.;
42. Corrective Satisfaction of Second Mortgage for Kathryn Fryer, approved by the Board on July 24, 2007.
43. Addendum #17 to Wekiva Golf Club Townhomes.
44. Addendum #1 to Savannah Park at Heathrow PUD Developer's Commitment Agreement.
45. Satisfaction of Code Enforcement Lien, Case No. 95-32-CEB, for Joel Choate, as approved by the Board on February 27, 2007.

46. Addendum #1 to the Hawthorne Glen PUD Developer's Commitment Agreement.
47. Satisfaction of Code Enforcement Lien, Case No. 06-89-CEB, Phillip J. Brutus, as approved by the Board on July 24, 2007.
48. IFB-600250-07 Contract with All American Aquatics Co.
49. W.O. #2 to PS-0147-05.
50. C.O. #8 to CC-1636-08.
51. W.O. #11 to RFP-0013-06.
52. Amendment #1 to M-2379-07.
53. W.O. #53 to RFP-4214-04.
54. W.O. #22 to PS-0381-06.
55. IFB-600250-07 Contract with Applied Aquatic Management, Inc.
56. Amendment #3 to W.O. #1 to PS-1529-06.
57. Amendment #2 to W.O. #5 to PS-1529-06.
58. W.O. #80 & #81 to PS-5165-04.
59. Proof of publication for VAB Petition hearings for exemptions.
60. W.O. #12 to PS-1075-06.
61. W.O. #56 to RFP-4214-04.
62. IFB-600168-07 Agreement with Helena Chemical Co.
63. W.O. #3 to PS-5186-05.
64. Amendment #3 to W.O. #2 to PS-1020-06.
65. M-2758-07 Contract with Extech.

66. Performance Bond for Veramonte aka Long Pond Subdivision in the amount of \$388,714.
67. W.O. #17 to CC-1075-06.
68. W.O. #5 to RFP-4196-03.
69. W.O. #14 to RFP-0225-05.
70. W.O. #1 to RFP-0996-06.
71. Letter from City of Casselberry Clerk, Thelma McPherson, transmitting a copy of Ordinance #07-1227, Annexation of 380 Oleander Way.
72. W.O. #19 to CC-1075-06.
73. Second Amendment to RFP-4224-04, with Dr. Eddie Delvalle.
74. W.O. #18 to PS-1529-06.
75. W.O. #7, #8, & #9 to PS-1020-05.
76. W.O. #53 to PS-5102-02.
77. 8th Amendment to IFB-3089-04.
78. Maintenance Bond for Delphini Industrial Park in the amount of \$2,897.30.
79. W.O. #18 to CC-1075-06.
80. W.O. #4 to PS-5140-03.
81. IFB-3101-05 Contract with Site secure, Inc.
82. W.O. #44 to CC-1267-05.
83. W.O. #5 to CC-0012-05.
84. W.O. #19 to PS-1529-06.
85. Amendment #1 to W.O. #3 to PS-1529-06.

86. Amendment #1 to W.O. #7 to PS-1529-06.
87. Amendment #1 to M-600259-07.
88. Amendment #1 to W.O. #4 to PS-5185-05.
89. Memorandum from St. Johns River Water Management District RE: 2008 Governing Board Meeting Schedule.
90. Purchase Agreement for Parcel #731B, Lake Emma Road Improvement Project with Ambassador III L.P.
91. W.O. #16 & #17 to PS-5175-04.
92. Florida Domestic Preparedness Grant for WMD/HazMat Response as approved by the BCC on June 12, 2007.
93. W.O. #3, #4, #5, #6, #7 & #8 to CC-1741-07.
94. Development Orders for Board of Adjustment approvals for July 23, 2007 as follows: Bryan & Robyn Schulman #07-3000068; Linda Hersey #07-3000063; William & Kristyn Shaffer #07-3000056; Susan & Randall Hanson #07-3000057; John Foster #07-3000061; Lucindo & Martha Fidalgo #07-3000062; Steven C. & Janet R. Risner #07-3000066; Ryan Gentile #07-3000069; Ronald C. Qualls #07-3000070; Justin King #07-3000071; Cory A. Caslow & Roberta J. Davis #07-3000064; Michael J. & Maria L. Kutz #07-3000072; John J. & Janet E. Fyles #07-3000073; Robert D. & Shannon Dowell #07-3000074; Helen Miller #07-3100008; and Lake Howell Plaza Partnership, LLC #07-3100009.
95. Certified Copy of Satisfaction of Code Enforcement Lien for Edna Swigonski, as approved by the BCC on September 11, 2007.
96. Bids for the following: RFP-600254-07; RFP-2574-07; CC-2702-07; CC-2583-07; CC-2648-07; CD for Bid CC-2648-07; CD for Bid RFP-2251A07; CC-2641-07; and RFP-2251A-07.

F. MATURITY AND LIQUIDITY REQUIREMENTS.

(2) Maximum Maturity on Securities.

<u>Security</u>	<u>Maturity Limit</u>
State Board of Administration (SBA)	N/A
Repurchase Agreements	30 days
Certificates of Deposit	1 year
Treasuries, Agencies, and Instrumentalities	5 years
Mortgage Backed Securities	30 years
<i>Money Market Fund(s) (invested in Government issued or backed Securities only).</i>	<i>N/A</i>

G. PORTFOLIO COMPOSITION.

(1)

<u>Security Type</u>	<u>Portfolio Limitation</u>
State Board of Administration	100 per cent
Repurchase Agreements	5 per cent
Certificates of Deposit	30 per cent
Treasuries, Agencies, and Instrumentalities	100 per cent
Mortgage Backed Securities	30 per cent
Zero Coupon (Strips)	5 per cent
<i>Money Market Fund(s)</i>	<i>100 per cent</i>